

Amendments to the Specification:

Please amend paragraph [0014] at page 3 to read, as follows.

[0014] FIGS. 5A – 5D [[5C]] are diagrams illustrating a punching processing unit, a folding processing unit and a finisher unit;

Please amend paragraph [0052] at page 13 to read, as follows.

[0052] Next, a description will be provided of the configurations of the punching processing unit 550, the folding processing unit 400 and the finisher unit 500 with reference to FIG. 5A – 5D [[5C]]. FIGS. 5A – 5D [[5C]] are diagrams illustrating the configurations of the punching processing unit 550, the folding processing unit 400 and the finisher unit 500 that have been described with reference to FIG. 1.

Please amend paragraph [0057] at pages 14 and 15 to read, as follows.

[0057] When the rear edge of a a [[the]] sheet P passes through the pair of conveying rollers 559, the leading edge of the sheet P contacts the punching stopper 563, and the entire sheet is accommodated within the sheet accommodating path 569, one roller 562a of a pair of pressing rollers 562 swings to separate from the sheet P (a position indicated by broken lines in FIG. 5A). The sheet is thereby aligned by an aligning plate (a pair of grasping surfaces) 564, serving as aligning means, in a state in which the sheet P is hardly influenced by a conveyance resistance due to the pair of pressing rollers 562, and the like. Sides substantially parallel with the sheet conveying direction (both end portions E in the lateral direction of the sheet) are aligned by being grasped by the aligning plate 564 (i.e., positioned at a predetermined punching position in a direction substantially

orthogonal to the sheet conveying direction), ~~and the~~ (See FIG. 5D). The leading edge of the sheet P contacts a stopper (contact member) 563, serving as contact means, by the sheet's own weight, so that the sheet P is correctly positioned at a predetermined punching position in the conveying direction.